



Goddard Procedures and Guidelines

DIRECTIVE NO. GPG 1310.2A
EFFECTIVE DATE: October 8, 2002
EXPIRATION DATE: October 8, 2007

APPROVED BY Signature: Original Signed by
NAME: A. V. Diaz
TITLE: Director

Responsible Office: Code 101/New Opportunity Office

Title: Approval Process for GSFC Proposals Exceeding New Business Committee Threshold

PREFACE

P.1 PURPOSE

The purpose of this Goddard Procedure and Guideline (GPG) is to define the necessary steps in processing GSFC proposal submittals in response to NASA Announcements of Opportunity (AO).

P.2 APPLICABILITY

This process applies to GSFC Principal Investigator (PI) and Co-Investigator (CoI) proposals that require approval by the New Business Committee (NBC) or otherwise require the Center Director's signature.

P.3 AUTHORITY

NPD 8730.3 NASA Quality Management System Policy (ISO 9000)

P.4 REFERENCES

- a. GPG 1310.1, Customer Commitments and Review
- b. NPG 1450.10, NASA Correspondence Management and Communications Standards
- c. GSFC Form 19-20, Proposal Traveler for Step 1 Proposal
- d. GSFC Form 19-19, Proposal Traveler for Step 2 and Single Step Proposal

P.5 CANCELLATION

GPG 1310.2, Approval Process for GSFC Proposals Exceeding New Business Committee Threshold

P.6 SAFETY

None

P.7 TRAINING

None

P.8 RECORDS

| Record Title | Record Custodian | Retention |
|---|--------------------------------|---|
| Accepted Proposal | New Opportunities Office (NOO) | <u>*NRRS 7/9 B1</u> File with related case file (grant or contract); destroy accordingly. |
| Rejected Proposal | New Opportunities Office (NOO) | <u>*NRRS 7/9 B2</u> Retire to **FRC when 1 year old. Destroy when 5 years old |
| Proposal Traveler for Step 1 Proposals GSFC Form 19-20 | New Opportunities Office (NOO) | <u>*NRRS 7/5 A3</u> Retire to **FRC when 2 years old. Transfer to NARA when 20 years old. |
| Proposal Traveler for Step 2 and Single Step Proposals GSFC Form 19-19 | New Opportunities Office (NOO) | <u>*NRRS 7/5 A3</u> Retire to **FRC when 2 years old. Transfer to NARA when 20 years old. |

* *NRRS – NASA Records Retention Schedules*

***FRC – Federal Records Center*

P.9 METRICS

- Step 1 proposals submitted vs. proposals selected for Phase A concept study.
- Step 2 proposals submitted vs. proposals selected for implementation.
- Bid and Proposal (B&P) Full Time Equivalent (FTE) and \$ expended vs. \$/FTE value of effort (ROI).

P.10 DEFINITIONS

- Announcement of Opportunity (AO) - to solicit proposals for unique, high cost research investigation opportunities that typically involve flying experimental hardware provided by the proposer on one of NASA's Earth-orbiting or free-flying space flight missions.

- b. Co-Investigator (CoI) - personnel identified as playing a critical role in the successful completion of an investigation through the contribution of unique expertise and/or capabilities. CoI's serve under the guidance of the PI whether or not they receive compensation directly under the award.
- c. Grass Roots Cost Estimate – bottoms up cost estimate with a work breakdown structure (WBS) and generated with assumptions based on time, material, schedule and workforce.
- d. New Business Committee (NBC) – appointed by the Center Director to evaluate and select new business activities that meet the criteria for Center-level consideration.
- e. New Business Criteria – if the opportunity meets one of the following criteria, the opportunity must be reviewed and approved by the NBC:
 - (1) lifecycle total workforce is > 20 Full Time Equivalent (civil servants and support service contractors);
 - (2) lifecycle cost > \$5M (real year dollars) for GSFC portion of opportunity; or
 - (3) GSFC PI for proposal in response to AO's, such as Earth System Science Pathfinder (ESSP), Small Explorer (SMEX), Medium-class Explorers (MIDEX), New Millennium Program (NMP), or Discovery.
- f. Independent Assessment – top-down cost estimate generated with independent assessment models that reflect complexities and relationships associated with NASA/GSFC historical cost, technical and programmatic data collected from missions at the spacecraft, instrument, ground, and mission integration levels.
- g. New Opportunity Office – coordinates GSFC's new mission initiatives and business opportunities process and also provides end-to-end proposal production support. The NOO acts as the new business focal point for all internal and external customers, facilitating GSFC's new business process for all initiatives/opportunities that exceed GSFC's new business criteria.
- h. Principal Investigator (PI) - the individual identified as having the full responsibility for the completion of an investigation.
- i. Proposal Team - the key members of team, which include the PI, Proposal Manager, CoIs, Systems Engineer, and Resource Manager are responsible for the technical input and completion of a proposal.
- j. Systems Management Office (SMO) – Goddard organization responsible for systems management policy, guidelines, and independent assessment and verification.
- k. Red Team Review – a structured review of the nearly complete or complete version of the proposal by an independent team not connected with the proposal development. The proposal is reviewed for content, clarity of information, conveyance of primary themes, and compliance with AO requirements.

l. Resource Analysis Office (RAO) – Office within the Systems Management Office responsible for developing independent cost and schedule assessments. Also responsible for data collection and analysis, database development and maintenance, cost and resource model development.

m. Single Step Proposal - an opportunity in which the final selection is based upon a single proposal submission.

n. 2-Step Proposal - an opportunity in which the final selection is based upon two separate proposal submissions.

- (1) Step 1 Proposal – proposal is submitted and multiple offers selected for definition studies.
- (2) Step 2 Proposal – proposal is submitted, documented by the definition study report, and results in a selection for implementation.

PROCEDURES

This GPG is broken into two separate processes: 1. Process for Step 1 Proposal and 2. Process for Single Step or Step 2 Proposals.

1. Process for Step 1 Proposal

T I M E L I N E : Step 1 Proposal

| | Duration | |
|---|------------|------------------------------|
| Science Directorate Approval | 1 day | ? 6-4 months before due date |
| Pre-NBC | 1 day | ? 20-17 wks before due date |
| Proposal Cost Estimate | 30-45 days | ? 17-13 wks before due date |
| NBC Implementation Meeting | 1 day | ? 15-11 wks before due date |
| AO Release | 1 day | ? 12-8 wks before due date |
| Proposal Team input to RAO | 1 day | ? 11 wks before due date |
| Red Team Review | 1 day | ? 8-7wks before due date |
| RAO Independent Assessment and Reconciliation | 30-45 days | ? 7-6 wks before due date |
| Step 1 Executive Review | 1 day | ? 30-10days before due date |
| Approval Package Due | 3 days | ? 10-7 days before due date |
| Proposal Due Date | 1 day | ? Due date |

The following requirements must be met for a Step 1 Proposal.

- 1.1 Proposal Cost Estimate
- 1.2 New Business Committee Implementation Meeting
- 1.3 Proposal Team Cost Input to RAO
- 1.4 Red Team Review
- 1.5 RAO Independent Assessment and Reconciliation
- 1.6 Step 1 Executive Review
- 1.7 Status of all Action Items

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- 1.8 Endorsement Letter (optional)
- 1.9 Approval Package
- 1.10 Route Sheet for Approval Package
- 1.11 Post Submittal Requirement

1.1 Proposal Team Grass Roots Cost Estimate for Step 1

In response to an AO, the proposal team develops a grass root cost estimate and documents the basis of estimate to include a work breakdown structure (WBS) and cost methodology and assumptions based on time, material, schedule, and workforce. An example of this methodology includes grass roots estimates, vendor quotes, cost models, past performance and/or cost estimating relationships from analogous missions. The costs are summarized, reviewed, and analyzed for double bookkeeping, correct phasing, and correct assumptions.

1.2 NBC Implementation Meeting for Step 1

If the proposal meets one of the NBC criteria (see P10. Definitions for list of criteria), the proposal team should contact the New Opportunities Office (NOO) for guidance on documentation required for the Implementation meeting for Step 1. For a Step 1 proposal, this meeting occurs within 6 months after approved by the PI/CoI's science directorate but no later than 3 months from due date.

1.3 Proposal Team Cost Input to RAO for Step 1

The proposal team provides all necessary technical and programmatic information to RAO. RAO develops an independent assessment for the proposed effort. Additional lead-time is recommended for optimum reconciliation. RAO will describe the specific information required to generate the independent cost estimate.

1.4 Red Team Review for Step 1

For all GSFC PI and CoI proposals that require approval by the NBC or otherwise require the Center Director's signature, the proposal team should contact the NOO Proposal Manager to discuss the Red Team Review including potential Red Team reviewers. The NOO Proposal Manager will recruit review team members for the Red Team, with the exception of science reviewers. Within 30 days of the Science Directorate's approval, NOO will designate the Red Team Chairperson and the PI/CoI will assign science reviewers.

Although the recommendations of the Red Team Review are only advisory to the proposal team, the Center Director requires a formal Red Team. The review date and chairperson are documented on the Proposal Traveler Form.

The Proposal Traveler Form used in this procedure is GSFC Form 19-20, Proposal Traveler for Step 1 Proposals, is available in the GDMS Forms Master List and is a required record. A spreadsheet version of this form with imbedded calculating capability is available on the NOO website below.

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Once inside the website, double click on Proposal Traveler. Inside the spreadsheet click on Step 1:
<http://nbo.gsfc.nasa.gov/>

1.5 RAO Independent Assessment and Reconciliation for Step 1

The reconciliation for Step 1 is where RAO shall reconcile its independent assessment with the Proposal Team's assumptions, grass roots cost estimate, proposed schedule, and technical parameters in order to finalize its independent assessment. During the reconciliation process, RAO and the proposal team will ensure that an appropriate comparison of assumptions, including cost, schedule, and technical parameters can be made and presented at the Executive Review. The goal of this cost comparison is to arrive at a proposal team cost estimate vs. RAO independent assessment to within 30% \pm . RAO shall document the independent assessment with a memorandum that becomes part of the Approval Package. Once the comparison and assessment are complete, NOO will schedule the Executive Review in consultation with the SMO and RAO.

1.6 Executive Review for Step 1

The SMO Director and senior management representatives from the Office of the CFO, Code 150, and Project Directorate, Code 400 will conduct a Step 1 Executive Review. They will determine if the proposed cost is reasonable and includes adequate reserves to commit the Center to the proposed effort. Other participants in this executive review include representatives from RAO, NOO, PI or CoI, Proposal Manager, Resource Manager, and senior representative from Applied Engineering and Technology Directorate (AETD).

The Proposal Team provides the following documentation: scope of work, NBC charts, basis of estimate, and Level 1 WBS cost estimate (phased by FY). RAO provides the independent cost assessment. The proposal team must be prepared to defend its grass roots estimate in light of the RAO independent assessment.

The Proposal Traveler Form for a Step 1 proposal documents the proposal cost estimate, the RAO independent assessment, and the variance between the two. The completed Proposal Traveler Form is sent electronically or hand carried to the Executive Review evaluators for their endorsement. Their concurrence can be transmitted via email or by written form. These emails or written documentation are attached to the Proposal Traveler Form and become part of the Approval Package. NOO will schedule the Executive Review in consultation with the SMO and RAO.

1.7 Status of All Action Items for Step 1

NOO will document and track all action items that were assigned at the NBC and at the Step 1 Executive Review. All action items from Executive Review will require concurrence from the Executive Review team and upon their approval will be forwarded to the proposal team for the necessary action and status. Prior to submittal to the Center Director, NOO generates documentation that shows the status of all action items assigned to this proposal. This document becomes part of the Approval Package.

1.8 Endorsement Letter for Step 1

For a GSFC PI proposal, the proposal team may generate an endorsement letter from the Center Director to the selecting official at NASA Headquarters. The letter will describe GSFC's role in the proposed effort and a statement detailing the significance of the investigation. The following paragraph **MUST** be included in the letter to show Center commitment:

“In conclusion, I assure that the scientific, engineering, management, facility, and other support that is necessary for the on time and within budget delivery of *(insert proposal name)* will be available and committed to *(insert appropriate program)*.”

For a GSFC CoI proposal, an endorsement letter from the Center Director is written to the PI's institution. The letter will describe GSFC's role in the proposed effort and a statement detailing the significance of the investigation. The following paragraph **MUST** be included in the letter to show the Center's support:

“In conclusion, GSFC has identified the resources necessary for, and is prepared to support, the investigation as GSFC's role is described in the *(insert proposal name)* proposal for the estimated cost specified. Although a commitment between the parties has yet to be finally negotiated or executed, I am pleased to fully endorse this proposal on behalf of GSFC.”

1.9 Approval Package for Step 1

The Approval Package consists of the following documents. It is normally compiled in a dark purple folder for easy identification.

- a. Route Sheet
- b. The completed Proposal Traveler Form for Step 1(See Section 1.4)
- c. Fact Sheet and/or Executive Summary
- d. RAO Independent Assessment Package from Executive Review
- e. Proposal Signature Page (if required by AO to be signed by the Center Director)
- f. NOO Status of All Action Items for Step 1
- g. Endorsement Letter to be signed by Center Director (optional)

1.10 Route Sheet for the Approval Package for Step 1

A Directorate Secretary shall review the Approval Package for proper format and assembly. (See NPG 1450.10 for GSFC's Correspondence Rules). The route sheet for the Approval Package should have the following review destinations:

- a. Directorate Secretary
- b. Originator (PI or CoI)
- c. Deputy Director, Code 100
- d. Director, Code 100

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- e. New Opportunities Office, Code 101
- f. Originator (PI or CoI)

To ensure that the proposal is completed by the due date, the reviewers of this Approval Package must be alerted to specific due dates. So on the route sheet type "PRINT DUE DATE." This is the date that the proposal needs to go to printing/reproduction. Type on the route sheet "PROPOSAL DUE DATE." This is the date when the proposal is due to the AO originating office (i.e. HQ).

Approximately 15 business days before the proposal is due, the NOO will call Code 100 to ensure the Center Director's availability to review and sign the Approval Package. In order to meet the proposal due date, the proposal team should adjust their schedule to incorporate a minimum of 3 business days to obtain Code 100 signatures on the Approval Package.

Once Code 100 has received the Approval Package, they have 3 business days (8am to 5pm) to obtain the Center Director's signature. This timeframe ensures that the proposal team will have adequate time to meet the HQ proposal due date. Once the signature of the Center Director has been obtained, Code 100 notifies NOO for pickup. The original signed Endorsement Letter and the Proposal Signature Page will be returned to the proposal team to be included in the final proposal submission to HQ. The approved Proposal Traveler Form, a required record, along with copies of the signed Proposal Signature Page and the Endorsement Letter will be retained in the NOO library.

1.11 Post Submittal Requirements for Step 1

Within 3 weeks of proposal submission to HQ, the proposal team will submit a copy of the final proposal (required record) to NOO.

2. Process for Single Step and Step 2 Proposals

T I M E L I N E : Single Step and Step 2 Proposal

| | Duration | |
|------------------------------|-----------------|------------------------------|
| Science Directorate Approval | 1 day | ? 6-4 months before due date |
| AO Release | 1 day | ? 5-3 months before due date |
| Proposal Cost Estimate | 30-45 days | ? 20-16 wks before due date |
| Pre-NBC | 1 day | ? 12-9 wks before due date |
| Proposal Team Input to RAO | 1 day | ? 11 wks before due date |
| Red Team Review | 1 day | ? 8-7 wks before due date |
| RAO Independent Assessment | 30-45 days | ? 7-6 wks before due date |
| Executive Cost Review | 1 day | ? 5-4 wks before due date |
| NBC | 1 day | ? 4-3wks before due date |
| Approval Package Due | 4 days | ? 10-7 days before due date |
| Proposal Due Date | 1 day | ? Due date |

The following requirements must be met for a Single Step and Step 2 Proposal. The italicized requirements are unique to the Single Step and Step 2 Proposals.

- 2.1 Proposal Cost Estimate
- 2.2 Proposal Team Cost Input to RAO
- 2.3 Red Team Review
- 2.4 RAO Independent Assessment and Cost Reconciliation
- 2.5 *Executive Review (if needed)*
- 2.6 NBC Implementation Meeting
- 2.7 *Directors of Endorsement on Proposal Traveler*
- 2.8 Status of all Action Items
- 2.9 Endorsement Letter (optional)
- 2.10 Approval Package
- 2.11 Route Sheet for Approval Package
- 2.12 Post Submittal Requirement

2.1 Proposal Cost Estimate for Single Step or Step 2

The proposal cost estimate is developed by the proposal team and is dependent upon the type of AO. The proposal team generates cost estimates and basis of estimate. This estimate will include development of mission and cost volume schedule, WBS and dictionary, cost methodology, procurements for new work, basis and reasonableness of quantities, qualities and applicable rates for individual elements of costs or an estimate based on heritage, past performance or analogous missions. This estimate must identify GSFC workforce by Code, contractor, and civil servants. The costs are summarized, reviewed, and analyzed for double bookkeeping, correct phasing, and correct assumptions.

A member of the proposal team, usually the Proposal Manager or the PI, contacts the different GSFC technical and management organizations and explains the proposed investigation and the work to be performed. The heads of each organization respond with the amount of workforce and financial resources necessary to implement the proposal. These figures are then summarized by directorate and documented on the Proposal Traveler Form, which is a required record.

2.2 Proposal Team Cost Input to ROA for Single Step or Step 2

The proposal team provides all necessary technical and programmatic information to RAO. RAO develops an independent assessment for the proposed effort. Additional lead-time is recommended for optimum reconciliation. RAO will describe the specific information required to generate the independent assessment.

2.3 Red Team Review for Single Step or Step 2

For all GSFC PI and CoI proposals that require approval by the NBC or otherwise require the Center Director's signature, the proposal team should contact the NOO Proposal Manager to discuss the Red Team Review including potential Red Team membership. The NOO Proposal Manager will recruit review team members for the Red Team with the exception of science reviewers. Within 30 days of the Science Directorate's approval (single step) or HQ (Step 2) selection, NOO will designate the Red Team Chairperson and the PI/CoI will assign science reviewers.

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Although the recommendations obtained from the Red Team Review are only advisory to the proposal team, the Center Director requires a formal Red Team Review. The review date and chairperson are documented on the Proposal Traveler Form. A representative from Code 150, Office of the CFO, will participate in the cost portion of the Red Team Review to ensure that the proposal's cost estimate accurately reflects rates for full cost accounting.

The Proposal Traveler Form, used in this procedure, is GSFC Form 19-19, Proposal Traveler for Step 2 and Single Step Proposals, is available in the GDMS Forms Master List and is a required record. A spreadsheet version of this form with imbedded calculating capability is available on the NOO website below. Once inside the website, double click on Proposal Traveler. Inside the spreadsheet click on Step 2 Single Step: <http://nbo.gsfc.nasa.gov/>

2.4 RAO Independent Assessment and Reconciliation for Single Step or Step 2

The reconciliation for Single and Step 2 is where RAO shall reconcile its independent assessment with the Proposal Team's assumptions, grass roots cost estimate, proposed schedule, and technical parameters in order to finalize its independent assessment. During the reconciliation process, RAO and the proposal team will ensure that an appropriate comparison of assumptions, including cost, schedule, and technical parameters can be made. An Executive Review will be scheduled if the cost variance between the proposal team cost estimate and the RAO independent assessment is greater than 15%. RAO shall document the independent assessment with a memorandum that becomes part of the Approval Package. If the Executive Review is deemed necessary, NOO will schedule this meeting in consultation with the SMO and RAO.

2.5 Executive Review for Single Step or Step 2 (if needed)

An Executive Review will be scheduled if the cost variance between the RAO independent assessment and the proposal team's grass roots estimate is greater than 15%. The proposal team must be prepared to defend its grass roots estimate in light of the RAO independent assessment. The SMO Director and senior management representatives from the Office of the CFO, Code 150, and Project Directorate, Code 400 will conduct this Executive Review. They will determine if the proposed cost is reasonable and includes adequate reserves to commit the Center to the proposed effort. Other participants in this Executive Review include representatives from RAO, NOO, PI or CoI, Proposal Manager, Resource Manager and senior representatives from AETD.

The Proposal Team provides the following documentation: scope of work, NBC charts, basis of estimate, and Level 1 WBS cost estimate (phased by FY and date of full cost accounting rates used). RAO provides the independent assessment.

This review team will make recommendations and offer suggested changes to the proposal. The proposal team can accept these recommendations and make the necessary changes or they can decline the recommendation and defer the action to the NBC review. Prior to the NBC review, all action items from the Executive Review will require concurrence from the Executive Review team and upon their approval will be forwarded to the proposal team for action and status. At the NBC review, NOO will

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present these recommendations. The proposal team will acknowledge that they have received the recommendations and discuss how they have addressed them. If the proposal team disagrees with the recommendations, they have the opportunity to explain to the NBC their position and reason for disagreement. The NBC will make the final decision on which recommendations the proposal team needs to make for the Center to accept and commit to this proposal.

2.6 NBC Implementation Meeting for Single Step or Step 2

If the proposal meets one of the NBC criteria (see P.10. g.), the proposal team should contact the NOO for guidance on documentation for the NBC Implementation meeting for Single Step or Step 2. At the NBC meeting, RAO will present the independent cost assessment.

2.7 Directors of Endorsement on Proposal Traveler for Single Step or Step 2

The completed Proposal Traveler Form (GSFC form 19-19) is sent electronically or hand carried to the Directors of for their endorsement. Attached to the Proposal Traveler Form is a copy of the Fact Sheet and/or Executive Summary. When a Director of concurs, he/she is committing to perform the work with the stated resources, should the proposal be selected. The Office of Systems Safety and Mission Assurance, Code 300, requires review by the Chief of the Systems Assurance Office prior to the traveler being sent. AETD, Code 500, requires a workforce breakout by branch along with the traveler. The Office of the Chief Financial Officer, Code 150, requires a detailed workforce breakout and backup cost charts that will allow a thorough cost analysis to be performed. There shall be a total of 5 business days for all the Directors to respond to this Proposal Traveler Form. If there is no response from a directorate, then it shall be documented on the Proposal Traveler Form. The Directors' concurrence can be transmitted via e-mail or by written form. These e-mails or written documentation are attached to the Proposal Traveler Form and become a part of the Approval Package. After all the necessary signatures and authorization have been obtained, an Approval Package is ready to proceed to the Center Director.

2.8 Status of all Action Items for Single Step or Step 2

NOO tracks action items that were assigned at the NBC and/or at the Executive Review. Prior to submittal to the Center Director, NOO generates documentation that shows the status of all action items assigned to this proposal. This document becomes part of the Approval Package.

2.9 Endorsement Letter for Single Step or Step 2

For a GSFC PI proposal, the proposal team may generate an endorsement letter from the Center Director to selecting official at NASA Headquarters. The letter will describe GSFC's role in the proposed effort and a statement detailing the significance of the investigation. The following paragraph **MUST** be included in the letter to show Center commitment:

“In conclusion, I assure that the scientific, engineering, management, facility, and other support that is necessary for the on time and within budget delivery of (*insert proposal name*) will be available and committed to (*insert appropriate program*).”

For a GSFC CoI proposal, an endorsement letter from the Center Director is written to the PI's institution. The letter will describe GSFC's role in the proposed effort and a statement detailing the significance of the investigation. The following paragraph **MUST** be included in the letter to show the Center's support:

“In conclusion, GSFC has identified the resources necessary for, and is prepared to support, the investigation as GSFC's role is described in the (*insert proposal name*) proposal for the estimated cost specified. Although a commitment between the parties has yet to be finally negotiated or executed, I am pleased to fully endorse this proposal on behalf of GSFC.”

2.10 Approval Package for Single Step or Step 2

The Approval Package consists of the following documents. It is normally compiled in a purple folder for easy identification:

- a. Route Sheet
- b. The completed Proposal Traveler Form for Single Step or Step 2 (see Section 2.3)
- c. Attached concurrence of Directors Of
- d. Fact Sheet and/or Executive Summary
- e. RAO Independent Assessment Memo
- f. Proposal Signature Page (if required by AO to be signed by Center Director)
- g. NOO Status of All Action Items for Single Step or Step 2
- h. Endorsement Letter (optional)
- i. Cost conflict resolution documentation (if applicable)

2.11 Route Sheet for the Approval Package

A directorate secretary shall review the Approval Package for proper format and assembly. (See NPG 1450.10C for GSFC's correspondence rules.) The route sheet for the Approval Package should have the following review destinations:

- a. Directorate Secretary
- b. Originator (PI or CoI)
- c. Originator's Directorate
- d. Chief Financial Office, Code 150
- e. Deputy Director, Code 100
- f. Director, Code 100
- g. New Opportunities Office, Code 101
- h. Originator (PI or CoI)

To ensure that the proposal is completed by the due date, the reviewers of this Approval Package must be alerted to specific due dates. So on the route sheet type “PRINT DUE DATE.” This is the date that the proposal needs to go to printing/reproduction. Type on the route sheet “PROPOSAL DUE DATE.” This is the date when the proposal is due to the AO originating office (i.e. HQ).

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Approximately 15 business days before the proposal is due, the NOO will call the Office of the CFO and Code 100 to ensure the Center Director's availability to review and sign the Approval Package. In order to meet the proposal due date, the proposal team should adjust their schedule to incorporate a minimum of 4 business days to obtain the CFO and Code 100 signatures on the Approval Package.

Once the Office of the CFO has received the Approval Package, it has 1 business day (8am to 5pm) to certify the proposal. The Office of the CFO signs the route sheet and hand carries the Approval Package to Code 100. Code 100 has 3 business days to obtain the Center Director's signature. This timeframe ensures that the proposal team will have adequate time to meet the HQ proposal due date. Once the signature of the Center Director has been obtained, Code 100 notifies NOO for pickup. The original signed Endorsement Letter and the Proposal Signature Page will be returned to the proposal team to be included in the final proposal submission to HQ. The approved Proposal Traveler Form, a required record, along with copies of the signed Proposal Signature Page and the Endorsement Letter will be retained in the NOO library.

2.12 Post Submittal Requirements for Single Step or Step 2

Within 3 weeks of proposal submission to HQ, the proposal team will submit a copy of the final proposal (required record) to NOO.

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CHANGE HISTORY LOG

| Revision | Effective Date | Description of Changes |
|----------|----------------|--|
| Baseline | 10/26/01 | Initial Release |
| A | 10/08/02 | <ul style="list-style-type: none">- Reformatted to meet GPG 1410.1 format guidelines- Organization change Code 703 to 101- Records: Added Proposal Traveler Form for Step 1 and Proposal Traveler Form for Step 2 and Single Step- 2.2.6 Cost Reconciliation done by NBC – replaced with Executive Review performed by a review committee prior to NBC presentation.- Form GSFC 19-20 replaced Code 700 with 400 and added Code 150- Form GSFC 19-19 removed Code 700 from CS and SSC |
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